

AMTRAN

PROFESSIONAL OPERATOR TRAINING PROGRAM

Operator's Name

Instructors: _____

The purpose of this form is to document the training provided to Professional Bus Operators employed by AMTRAN.

By initialing this form at the various categories, the instructors are agreeing that every effort was made to provide comprehensive instruction and the operator is agreeing that they understand the subject matter.

SUBJECT	HOURS	DATES	INSTRUCTOR	OPERATOR
AMTRAN ORIENTATION				
• Overview AMTRAN Mission				
• Overview AMTRAN Values				
• Overview Human Resources				
• Overview AMTRAN Driving and Training				
• AMTRAN Tour Administration/ Maintenance				
• Manager Interview				
• Van Driving				
• On Board Riding (Observation)				
• General Personnel Policies Work Rules/Policy Manual				
Amalgamated Transit Union Local 801 Policies & Procedures				

SUBJECT	HOURS	DATES	INSTRUCTOR	OPERATOR
EQUIPMENT ORIENTATION				
• 75 GMC (Lift)				
• 93 Orion I				
• 2005 Gillig				
• 2000 Gillig				
• 04 International				
• 99 Econoline Ford				
• Trolley				
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• CDL (Manual) Pre-trip Inspection				
• CDL (Manual) Post Trip Inspection				
• Farebox Procedures (Hand Out)				
• Mentor/Head Sign Procedure (Hand Out)				
• Radio Operation (Hand Out)				
• School Bus Light Procedure (Hand Out)				
• Wheelchair Procedure (Hand Out)				
• Driver Seat Belt Use (Room to live)				
SAFETY ORIENTATION				
• Substance Abuse Policy (J. Palko)				

SUBJECT	HOURS	DATES	INSTRUCTOR	OPERATOR
• Alcohol Abuse (J. Palko)				
• Drug Abuse (J. Palko)				
• Blood Borne Pathogen Awareness				
• Fire/Accident Evacuation Procedure (vehicle)				
• Fire/Emergency Evacuation Procedure (Facility)				
• Fire Extinguisher Training/Triangles				
• Safety Procedure/Equip- ment				
• Accident Procedure				
ROUTE TRAINING				
• Driver Report Form				
• Record Keeping				
• Overview of System (schedules)				
• Map Reading				
• Policy Overview (Daily Procedure Orientation Q & A)				
• Radio/Dispatch Procedure				
ON BOARD TRAINING*				
CLASS ROOM EDUCATION				
• Defensive Driving Course Coaching the Transit Coach Operator (Video)				

SUBJECT	HOURS	DATES	INSTRUCTOR	OPERATOR
• START (Video)				
• Sensitivity/ Customer Service				
• Winter Driving (Video)				
• Selected Training				
• CDL Training (if necessary)				

*Separate or more comprehensive form must accompany this category.

Developed March, 2004